

Pre- Bid Conference Summary

Energy Kit Supplier

The following is a summary of items discussed at the Pre-bid virtual Google Meet Conference held on Tuesday, December 21, 2021.

This summary is intended to be a general record of the meeting and *does not* constitute an amendment to the Invitation for Bid (IFB).

- **Introduction:** The meeting opened at 10:02 a.m. Joy Niles from the Maryland Department of Housing and Community Development (DHCD) presided. There were three (3) representatives from DHCD, four (4) representatives from two (2) unique vendors and one (1) staff member from Department of Human Services attended.

- **Overview:** Ms. Niles went over key information of the solicitation:

Solicitation Number: S00R2600021

Title: Energy Kit Supplier

Issue Date: December 10, 2021

Due Date: January 13, 2022 at 2:00 p.m., Local Time

Question Deadline: December 28, 2021 at 2:00 p.m., Local Time

- **Page 1, Minimum Qualifications:** Ms. Niles explained factors that can automatically render a bid not reasonably susceptible of being awarded a contract is not providing documentation of minimum qualifications.
- **Page 2, Section 2.2: Background and Purpose:** As part of its EmPOWER Maryland program for the 2021-2023 cycle, DHCD will offer a new energy kit program that is designed to engage clients early on in the process and provide energy savings to every household. In this program, DHCD will send an energy kit containing a small number of direct-install measures and printed resources with energy saving tips to each new applicant.
- **Page 3, Section 2.3, Scope of Work: (Responsibilities and Tasks)** – Although Ms. Niles did not read aloud the Scope of Work; she did make it point for attendees to review prior to submitting their bid. She then introduced the Senior Energy Program Manager, Nicola Tran to speak in detail regarding the Scope of Work. Ms. Tran provided a brief synopsis for purpose of the Scope of Work and provided justification for the state needing this contract.

- **Page 17, Section 4.17: Acceptance of Terms and Conditions:** Ms. Niles called attention to this section of the IFB and stated the State's mandatory terms and conditions.
 - By submitting a Bid in response to this IFB, the Bidder, if selected for award, shall be deemed to have accepted the terms and conditions of this IFB and the Contract, attached hereto as Attachment M. Any exceptions to this IFB or the Contract must be raised prior to Bid submission. Changes to the solicitation, including the Bid Form or Contract, made by the Bidder may result in Bid rejection.
- **Page 21, Section 4.36: Department of Human Services (DHS) Hiring Agreement:** Ms. Niles introduced Kenneth Jessup, Program Manager, Hiring Agreement Program to speak on the Hiring Agreement process.
 - All Bidders are advised that if a Contract is awarded as a result of this solicitation, the successful Bidder will be required to complete a DHS Hiring Agreement. A copy of this Agreement is included as **Attachment O**.
- **Page 21, Section 4.36.1, SBR, Small Business Reserve (SBR) Procurement:** Ms. Niles did point out to attendees that this is an SBR Procurement. She then introduced the Socioeconomic Programs Manager, Jackie Hagler from the Office of Fair Practices to speak in detail regarding SBR's. Ms. Hagler explained how to complete the SBR certification process and encouraged vendors to visit the eMMA website for additional information.
- **Page 24, Section 5, Bid Format:** Ms. Niles pointed out that it is important to read and following the instructions starting on page 24 of the IFB.
- **Adjournment:** The meeting closed at 10:17 a.m.